

**HISTORIC DISTRICT BOAD OF REVIEW****Minutes****January 23, 2020**

**The Madison City Historic District Board of Review held a special meeting on Thursday, January 23, 2020 at 5:00 p.m. in City Hall. Betsy Lyman and Josh Wilber presided over the meeting with the following board members present: Ken McWilliams, Mike Pittman, Susan Schmidt, Owen McCall, and Thomas Stark. Also present: Brian Martin, Building Inspector; Devon Sharpe, attorney; and Nicole Schell, City Planner – Preservation Coordinator.**

B. Lyman noted that this is a special meeting of the Historic District Board of Review in order to go through business items including the election a chair and vice chair for this committee. B. Lyman expressed appreciation for the new members K. McWilliams and M. Pittman for agreeing to serve on the board. She entertained nominations for chair and vice chair.

M. Pittman nominated J. Wilber for the position of Chair. O. McCall nominated B. Lyman for the position of Chair.

**The following members voted by show of hands for Josh Wilber:**

J. Wilber

M. Pittman

K. McWilliams

S. Schmidt

***The majority of the board voted for J. Wilber. J. Wilber is the 2020 Chair.***

S. Schmidt nominated B. Lyman for the position of Vice Chair. J. Wilber nominated S. Schmidt for the position of Vice Chair.

**The following members voted by show of hands for Betsy Lyman:**

B. Lyman

O. McCall

T. Stark

S. Schmidt

***The majority of the board voted for B. Lyman. B. Lyman is the 2020 Vice Chair.***

B. Lyman noted that the board needed to appoint a secretary. B. Lyman asked N. Schell to serve in that roll. N. Schell agreed but noted that the City of Madison would be hiring a Preservation Planner and she was not sure what her roll would be after that employment. N. Schell stated she would accept that position but it would need to be reviewed once the Preservation Planner was hired. The board agreed.

B. Lyman introduced the City's new Building Inspector, Brian Martin. J. Wilber introduced Mayor Courtney and invited him to address the board. Mayor Courtney expressed his appreciation for the member's willingness to serve on this board. Mayor Courtney laid out the following key initiatives for 2020 for this board:

- Establish a more proactive approach to supporting preservation efforts and expand Preservation and Community Enhancement (PACE) program.
  - Modify the Rules of Procedure, ordinance, and design guidelines, if needed, to allow more staff approval capabilities and streamlined process.
  - Evaluate the ordinance and design guidelines to clarify distinctions between primary and secondary areas.
  - Update the historic property survey and establish list of top ten endangered assets for targeted preservation efforts.
  - Create a user-friendly online COA Application and look into the ability to accept credit card payments
  - Re-evaluate the PACE program guidelines. Create targeted preservation effort for blight elimination and neighborhood revitalization.
  - Work with Department of Building and Design to establish improved property maintenance standards and strengthen nuisance ordinance to attract/protect capital investments.

The following members participated in discussion with Mayor Courtney on these topics: J. Wilber, M. Pittman, S. Schmidt, and B. Lyman.

**Page 2****Historic District Board of Review****January 23, 2020****New Business – Rules of Procedure**

J. Wilber opened the floor for discussion on the Rules of Procedure including staff review. N. Schell handed out the Approval Guidelines which describes the items which can be reviewed by staff. This document was created as part of the Rules of Procedure. M. Pittman stated he wanted to discuss the application deadlines and moving them closer to the meeting date. According to the Open Door Law, meeting calendars only need to be published at the beginning of the year. Moving the deadlines closer to the meeting date would help with issues between the applicant and their contractor. M. Pittman noted that N. Schell publishes all the applications and notices for each meeting on the city's website.

J. Wilber asked for comments from the board. B. Lyman asked some clarification questions. M. Pittman stated he would like to see the time between application deadline and the meeting moved from the current 30 days to something closer to 15 days. B. Lyman mentioned the state ordinance. N. Schell stated the state code just says that the board must review applications within 30 days. J. Wilber asked if the proposal was to move the meeting dates. M. Pittman answered no. The proposal is to move the deadline date. M. Pittman asked if the meeting dates were published at the beginning of the year. N. Schell stated the meeting dates were sent to all the media prior to the beginning of the year.

J. Wilber asked if moving the deadline date would cause an issue for staff. N. Schell answered no. J. Wilber asked what it takes for an application to be deemed as filed. N. Schell stated the applicants must complete an application form, provide all the required supporting documents, and pay the application fee. Applications would be deemed incomplete if they do not post the notification sign. N. Schell stated the board would need to have the deadline date more than 15 days to allow applicants some time to post the notification signs.

K. McWilliams asked about the items which staff can review. N. Schell stated that the Approval Guidelines lists all the items which she can approve. K. McWilliams stated he would like to see items like switching from siding to brick on new infill be approvable by staff. Other items the board listed as wanting staff to approve included: cement board siding, aluminum clad windows, doors that match the historic doors (faux wood or wood doors), and changes of the materials within already approved projects based on an approved materials list. N. Schell asked the board to send her a list of items they would like to see approvable by staff and she would amend the document to be presented at a later meeting. B. Lyman asked that the consideration of not changing opening sizes when looking at staff review of items such as doors and windows. N. Schell stated that typically the staff approval is set up where she can approve items that meet the guidelines and if they don't those would come before the board. N. Schell noted that she would send out the list of items currently approved, her notes from discussions by the Procedure Committee, and a draft of her recommended staff approval items.

**New Business – Findings of Fact**

M. Pittman stated he would like to see the Findings of Fact process shortened. M. Pittman stated thought N. Schell did a great job in the packet outlining the guidelines that are relevant and the board has worksheets to fill out during the meeting. The board discussed the process of how Findings of Fact works currently and how it is a good educational tool for the public. O. McCall noted that this process also helps legal in case the board is ever taken to court on a decision. A couple board members recommended the process be completed by N. Schell during the meeting. N. Schell stated she would not be comfortable with doing that and didn't understand how that would shorten the process. T. Stark stated if the board approved additional staff reviewable elements, the board meetings would already be shortened. He did not see an issue with how the process currently is done. N. Schell recommended the board combine all elements of an application for one Finding of Fact and if someone on the board has a different opinion than the first person they would have a chance to disagree during their time to speak. The board agreed. D. Sharpe stated the issue with the board not doing the Findings of Fact comes into play if an application is denied because staff needs that reason in writing. The Findings of Fact provides this reason. N. Schell added that if the Findings of Fact is removed from the meeting, the motions would have to be a lot more detailed than they have in the past year. She included that motions stating approve as discussed would no longer work.

Historic District Board of Review

January 23, 2020

Old Business

N. Schell stated that she included guidelines and the ordinance under old business to give the board an opportunity to discuss either topic. J. Wilber discussed the process for the guidelines update and ordinance revisions to date. J. Wilber stated that he though the guideline process needed to stop if there are any changes to the ordinance being proposed. N. Schell noted that both members from the Ordinance Committee are no longer on the board and the members needed to reappoint new people. Those new members on the Ordinance Committee will be J. Wilber, B. Lyman, and M. Pittman. M. Pittman suggested getting the new survey done prior to looking into any ordinance changes. J. Wilber stated the Ordinance Committee would work with the Mayor’s Office on the ordinance and the survey update.

B. Lyman asked the board members to read the ordinance paying special attention to the enforcement section. She would like to see a written process for enforcement. B. Lyman stated she would also like the board to look at the required supporting documents and to make sure that every application has those. N. Schell noted that all applicants are told which supporting documents they need to provide and it is also listed on the first page of the application form. B. Lyman stated in the past the board was given time to ask additional questions. N. Schell stated she didn’t have an issue continuing that process but if the board does move the deadline time, it is possible she won’t have an answer to those questions from the applicant prior to the meeting. N. Schell suggested creating a “Commonly Asked Questions” document for her to give applicants. N. Schell asked the board members to send her a list of questions they typically ask during a meeting.

Training

N. Schell went over the “How to Make a Motion” page from the board member books and discussed items which need to be included in every motion. She also discussed how to include conditions on an approval.

No further business to be brought before the board.

K. McWilliams made the motion to adjourn - seconded by T. Stark.

Meeting adjourned at 6:23p.m.

**BY ORDER OF THE MADISON CITY HISTORIC DISTRICT BOARD OF REVIEW**

\_\_\_\_\_  
Josh Wilber, Chair

\_\_\_\_\_  
Nicole M Schell, City Planner – Preservation Coordinator

\*Note: D. Sharpe arrived at 5:15pm. S. Schmidt left meeting early at 5:55pm.